

Chief, Services Division  
 Att: Chief Supply Branch  
 Assistant Chief, Fiscal Division

3 February 1950

Purchase Orders Nos. 49-9375 and 49-9366-20

1. A question has been raised in the post audit of Bureau Vouchers Nos. 12937 and 13210, pertaining to payments made to E. B. Gilman, Inc., Washington, D.C. for Multivitamins delivered pursuant to Purchase Orders Nos. 49-9375 and 49-9366-20, dated 7 June 1949 and 9 June 1949, respectively.

2. To support the vouchers and purchase orders cited, signed statements (one to support each account), in duplicate should be furnished, setting forth in effect:

- a. The official need for this type of medicine.
- b. Why a lesser quantity would not have sufficed for the needs of the Organization.

3. It will be appreciated if the statements are forwarded to this office with a copy of this memorandum, to facilitate replying to the General Accounting Office representative.

4. In the future, purchase orders covering procurements of a similar nature, should cite the desired information.

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